



## Foreign Affairs Handbook

### 4 FAH-3 – Financial Management Procedures Handbook

**Change Transmittal:** FMP-61

**Date:** October 7, 2008

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## 4 FAH-3 H-390 CASHIER OPERATIONS

### Changes

1. **4 FAH-3 H-393.1-1, Required Qualifications To Be Designated a Cashier**
  - Only a direct-hire, permanent employee of the Department of State of any nationality or employees hired under personal services agreement (PSA) or personal services contract (PSC) authorities that are exempt from Office of Federal Procurement Policy (OFPP) Policy Letter No. 92-1 "Inherently Governmental Functions" may be designated by the servicing USDO to be a Department of State cashier.
2. **4 FAH-3 H-394.4 Occasional Money Holders**
  - Locally employed staff hired under a PSA or PSC exempt from Office of Federal Procurement Policy (OFPP) Policy Letter No. 92-1 "Inherently Governmental Functions" may be occasional money holders.
3. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in the current age of electronic information transmission. Change transmittals continue to be numbered sequentially.
4. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide a historic record of changes.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook

series generally have no regulatory validity (see 2 FAM 1115.2).

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 4 FAH-3 H-390 (CT:FMP-51, 11-07-2008; 78 pages) and replace it with revised subchapter 4 FAH-3 H-390 (74 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT checklist, then fill in the entry line for CT:FMP-61, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(RM/FPRA/FP)**